DOCUMENT RESUME

ED 121 323 IR 003 307

AUTHOR Eckert, Bob; And Others
TITLE Format, Content, Reationale of Public Catalogs at UCLA. Subgroup A; Interim Report.
INSTITUTION California Univ., Los Angeles. Library.
PUB DATE Jul 74
NOTE 68p.; For related documents, see IR 003 306-309; Prepared by the UCLA Working Group on Public Catalogs; Best copy available

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage
DESCRIPTORS Book Catalogs; *Cataloging; *Catalogs; Indexing; Library Automation; Library Research; *Library Surveys; *Library Technical Processes; Questionnaires; Serials; Union Catalogs; *University Libraries; Use Studies
IDENTIFIERS *University of California Los Angeles

ABSTRACT

To study the format, content, and rationale of public catalogs used at the University of California at Los Angeles (UCLA) libraries, a questionnaire was sent to each of the campus libraries. The data collected included information on: 1) number of volumes in the library's collection; 2) number of drawers in its catalog; 3) physical arrangement of the catalog; 4) organizational arrangement of the catalog; 5) filing rules used; 6) personnel involved in creating and maintaining the catalog; 8) supplementary files maintained; and 9) referrals to other collections. This report gives a library-by-library summary of the findings for each factor investigated. (EMH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED121323

U C L A

Working Group on Public Catalogs

Subgroup A - Interim Report

Format, Content, Rationale of Public Catalogs at UCLA

July 1974

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Members

Bob Eckert

Sue Gullion

Dorothy McGarry

Momoko Murakami

Arline Zuckerman

BEST COPY AVAILABLE

IR 003 307

INTRODUCTION

This document is a working paper prepared by a sub-committee of the UCLA Working Group on Public Catalogs. The material included consists of preliminary data gathered for analysis and consideration by the full Working Group during the course of their study.

TABLE OF CONTENTS

I. Scope and Methodology 1

II. Summaries 4

III. Comments 8

IV. Data 11

[illegible]

Subgroup A of the Working Group on Public Catalogs was assigned the task of studying the format, content and extension of the OPAC public catalogs at the currently exist. In order to accomplish this, the Subgroup designed a questionnaire which would hopefully obtain the information we needed about the catalogs of those units connected to the CRL public catalog. Without a definition from the Group, we a[illegible]d upon various criteria which we felt would identify any bibliographic units which we'd eventually be interviewing.

The libraries were listed in an arbitrary order, primarily in terms of geographic locations or working relationships; that is, CRL and the departments are listed together, the BSC and UTC's are listed together, etc. At the beginning the members intended to include the Public Book and BSR at the College Library, the Swift Library, Drake Collection, and Peg Bracken separately, but as our work progressed, we decided to leave out obscure collections to concentrate and include those other collections with the major unit in which they are located.

The Subgroup decided to visit the College Library as a group in order to test our original questionnaire. This resulted in minor revisions. We then divided into groups of two to visit each unit designated. Our plan was to arrange to get one person who might have some active knowledge of the unit, either through cataloging for it or working with it in some way, plus one other person who volunteered for that unit. In a few cases (e.g., Criminal, Flagg, Map, etc.) neither visitor had an active knowledge of the particular catalog. The entire group studied the CRL catalog because of its size and complexity. During the visit to each unit, the members examined the public catalog and met briefly with the staff in charge of the catalog, and in many cases with the public services staff. In those cases where a unit had a representative on the Subgroup, less time was spent talking with other library staff and the Subgroup actually answered most of the questions.

In designing the questionnaire which was used as a basis for the visits, a certain amount of redundancy and overlapping of questions was built into it so that as much information as possible would be acquired during the interviews. During the course of the interview period, the Subgroup met regularly to discuss problems of methodology and to standardize the individual approaches.

A number of the questions were designed to get the catalog [illegible] to have for a working definition[illegible] into perspective and regard it as a physical entity, representing a collection of a given size, with a particular system of access, and in a particular physical arrangement. Questions in the study reflect the number of volumes, number true titles, as this was used as [illegible] for questions no. 1. In addition, the units do set estimate evaluations on the number of cards, as we counted the number of drawers. Originally, some of the members also counted the number of drawers available for expansion, but this was dis[illegible]d, and it was felt this would not be pertinent to the purposes or work of the catalog as we were inquiring into them. The physical arrangement is, of course, dependent on the layout of the library, the size of the catalog, and both theories of public services for that unit.

[illegible] question as [illegible] of procedural responsibility [illegible] administrative [illegible] summary of [illegible] products, and to suggest to officials and policy makers [illegible] to provide [illegible] with [illegible] upon [illegible] basis of administrative procedures [illegible] to provide a functioning [illegible] planning agencies.

[illegible] highlighting [illegible] knowledge of [illegible] program of [illegible] policy, as well as of [illegible] nature of [illegible] administrative [illegible] structure, [illegible] etc., [illegible] necessary to [illegible] the [illegible] planning of [illegible] path.

[illegible] asked what [illegible] of [illegible] activities were [illegible] improvement in [illegible] planning, except [illegible] the [illegible] which [illegible] would [illegible]. Strategy [illegible] which [illegible] efforts [illegible] part of [illegible] part to [illegible] [illegible] information [illegible] the [illegible] through [illegible] planning, [illegible] that [illegible] the [illegible] planning.

[illegible] success [illegible] a special [illegible] [illegible], he inquired about [illegible] [illegible] information [illegible] the [illegible], and [illegible] [illegible] information [illegible] [illegible] and [illegible].

[illegible] question [illegible] what [illegible] and [illegible] [illegible] are [illegible] [illegible] to [illegible] [illegible] [illegible]

[illegible]

[illegible]

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

[illegible]

[illegible]

[illegible]

The above remarks, although lifted verbatim from the introduction to the 1949 edition of the ALA Cataloging Rules for Author and Title Entry expresses what we felt to be the basic rationale for the catalogs we visited and the librarians whom we interviewed. The subsidiary lists, the additional cards (whether guides or additional entries) were all created to make the materials more accessible to the user by the staff members who are constantly made aware of the needs of their particular clientele and who feel that the time and effort expended are warranted. It would appear that usually more effort is made and more additions are necessary where the catalog is more removed from the cataloging operation. Comments were made that the cataloging was sometimes inadequate, especially when it originated in the Library of Congress. A monolithic rigid catalog only increases the image of inflexibility that libraries often get, and does a direct disservice to the present user as well as the future user. The report of the Subgroup studying user needs should be compared to our report to determine whether the efforts made to supplement the public catalogs are effective.

The Subgroup has determined that certain elements must be included in any substitute for the public catalogs as they now exist.

1. Systematic representation of each item in the library.

2. Consistent bibliographic description of each item in the library--provides a source of information in and of itself.

3. Multiple access.

4. Indication of location of each item in library--this includes the call number under which the item would normally shelve. It would also be desirable to provide a method for indicating alternate and/or temporary locations.

5. Syndetic apparatus--there is a need to provide cross references and a method for controlling them. This relates to black added entries as well as subject headings. It would also be desirable to provide for "see also's."

In order to provide these basic elements, the following tools are essential to the cataloging operation:

1. Shelflist--provides for the establishment of a unique call number. At the present time, unique call numbers are essential to many of the circulation systems on campus.

2. Authority files--these include name, series and subject. Without these tools, it is almost impossible to have systematic representation of each item in the library.

3. Tracing control cards--there must be some method of indicating and controlling the changes made to any added entry.

In addition to the above, certain other needs should be met in developing any alternate cataloging system.

1. A rapid method for subtracting, adding and altering the cataloging record.

2. Provision for unlimited expansion.

3. Flexible enough to provide for all the materials which are collected (e.g., audio-visual materials, data tapes, etc.)

4. Presentation of the material in the easiest manner possible for the user.

Assuming a desire for a systematic representation of the works in the library, we must seek the most useful, complete, and feasible method of producing such a representation. We must have a method for adding, subtracting, and rearranging the entries, displaying together the works of an author and the editions of the work. We must have ways to control the assignment of the call number so that each number is unique (which is necessary for circulation control, also). We must have controls for all the access points for a work, so that changes, deletions, etc., can be made to all the cards represented anywhere in the library system. The bibliographic information on a record must be adequate, since partial information can serve a user badly. The access points must be adequate for the patrons of that library; e.g., added entries for staff members, or originating bodies, or sponsoring agencies, etc. There must be sufficient information to direct the user from terms not used or forms of names not used to those that are, and to guide the user from earlier to later forms of corporate names, etc.

No one seems to be questioning the bases of cataloging. To quote again: "The principle on which the cataloging is planned is the use as main entry of the author, personal or corporate, considered to be chiefly responsible for the creation of the intellectual content of the work. Thus the finding list function of the catalog is extended beyond what is required for location of a single book to the location of units..." We appear to be only questioning the final form in which the cataloging appears. It is clear that the major efforts to interpret and supplement the catalog by the librarians are made to increase its flexibility, the multiplicity of the access and the speed with which new information becomes accessible. Developing any new form that does not apply itself directly to these needs would be an exercise in futility.

11. Number of processed volumes represented in the unit (estimate):

University Research Library	1,800,000	
Special Collections	120,000	Not including manuscripts
Theater Arts	6,000	Including scripts
Public Affairs Service	Uncounted millions	
Reference	22,000	
Oriental	150,000	
Art	45,500	
Management	98,998	
Map	3,600	
Law	232,469	
AUPL	4,000	
Music	65,000	
College	159,103	
Ed/Psych	95,000	
EMS	135,233	
Chemistry	41,000	
Geology	65,000	
Physics	26,000	
Biomed	293,000	
History of Medicine	18,925	
Clark	70,000	

12. Number of drawers:

University Research Library	6732
Special Collections	337
Theater Arts	20
Public Affairs Service	292
Reference	55
Oriental[1]	245
Art	178
Management	288
Map (includes Map Annex)[2]	30
Law	344
AUPL[3]	25
Music	206
College	360
Ed/Psych[4]	320
EMS	360
Chemistry	82
Geology	179
Physics	55
Biomed[5]	664
History of Medicine	144
Clark	364

13. Number of drawers. Notes

1. Oriental. Public catalog files Chinese, Japanese, Korean and western languages seperately. These are author and title catalogs. Subject catalog seperate

123	drawers Chinese author and title
58	drawers Japanese author and title
4	drawers Korean author and title
5	drawers western author and title
55	drawers subject catalog
245	drawers

2. Map Library and Map Annex Library catalogs identical.

3. AUPL. 23 drawers public catalog
2 drawers individual pamphlets cataloged
25 drawers

4. Ed/Psych 180 drawers author/title
108 drawers subject
32 drawers theses
320 drawers

5. Biomed. 420 drawers name/title
244 drawers subject
664 drawers

14. Physical arrangement:

University Research Library	Two rows of alcoves, five each side, ending in a large blind square
Special Collections	Single row in public area
Theater Arts	Single group in public reading area
Public Affairs Service	Two large cabinets behind the reference desk, not public
Reference	Six cabinet near reference desk
Internet	Card catalog sections back to back near circulation desk
Art	Two rows facing away the reference desk
Management	Two rows facing across open space with tables completing square in front of circulation desk
Map	One unit immediately to the left of the entrance
Law	Five units in a row to the right of the entrance into the reading room
ASTL	Section of catalog to the south of the entrance
Music	Four units in straight line to the right of the Law desk and facing it
College	Six cabinets in public reading room, close to the reference area
Ed/Psych	Six cabinets in L shape in reading room near reference desk
SWS	Six sections near reference desk
Chemistry	Two units in a straight line inside turnstile near the Law desk.
Geology	Three units in a square, inside turnstile, near the Law desk
Physics	One unit near Law/reference desk and stacks
Biomed	Eleven cabinets in L shape in reading room near reference desk
History of Medicine	Two cabinets at right angles (third cabinet with shelf list and other files)
Card	Catalog room in the basement. Catalog units around three walls and in center. Tops of center units function as table.

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible] speed of growth for responsible for environment and activities of [illegible]

[illegible]	[illegible]	[illegible]
[illegible] [illegible] [illegible]	[illegible] [illegible]	[illegible] [illegible] [illegible]

[illegible]

23 Any holdings for other units, etc.?

University Research Library

URL Public Catalog also serves as the Union Catalog for UCLA library system:

Single main entry cards are filed for:
Biomed, Law, College, EMS, Chemistry, Geology, Physics.
(exception: for last three, books cataloged pre-1963 in central catalog dept. black added entries where filed, some have since been pulled.)

Full sets are filed for:
Oriental Library
Clark Library (except when that title is held anywhere, in any form on the main campus, then only the main entry is filed)
URL cataloged branches; AUPL, Art, Ed/Psych, Map, Management, Music, and formerly Theater Arts. (before June 1969 main cards and black added entries were filed, no analytics were made for the union catalog: after July 1969 full card sets were filed for all titles cataloged and analytics were made.)
URL Departments; Special Collections, Reference, Public Affairs Service, and Theater Arts Reading Room. (full card sets were always made except when Theater Arts was located outside the URL and cataloged as a branch is cataloged.)
Single cards indicating additional locations are filed behind the main entry for titles held by more than one unit, if URL owns the title only its copy is fully represented in the Catalog.

Special Collections	No
Theater Arts	Some S/C holdings & stack serials if current issue is received in TA
Public Affairs Serv.	Some URL journal holdings and any title originally received in PAS although cataloged for another unit.
Reference	No
Oriental	No
Art	Single card for art theses on microfilm which are in URL some cards for URL holdings.
Management	Form cards for titles from other UCLA units and L.A.P.L.
Map	No
Law	No
AUPL	No
Music	Unit card for all titles classified in LC's M schedule in URL, Clark, and S/C.
College	No

24. cont.

Ed/Psych	No
EMS	A few from a previous system
Chemistry	Some pink card brief list entries directing patron to other holding libraries on campus.
Geology	Salmon card indicating some titles held in other units on campus.
Physics	Few, if Physics ceases receiving a monographic series, a card shows which unit is continuing.
Biomed	Full sets for History of Medicine collection.
History of Medicine	Cards for titles held in the main Biomed collection that might be of interest; unit band from Clark for medical books and some cards from the Belt Library.
Clark	No. (However Clark sends unit cards to Music, Biomed and Management on selected titles.)

25. Serials: are holdings in catalog, what other access is available or necessary to use:

(All units have available the campus list Serials currently received at UCLA. This gives starting dates of subscription only, not detailed holdings)

University Research Library	Yes, for bound volumes. Unbound issues through the Periodicals Room of the Serials Dept. Holdings are also available in non-public files in the Serials Dept. for current issues and the Technical Services Dept. for bound volumes. In some cases a blue card is filed saying "unbound issues in Periodicals Room" or ".. in Reference Collection" or "... in Public Affairs Service"
Special Collections	Yes, for bound volumes. For certain serials referral is made to the shelf list.
Theater Arts	Yes, for bound volumes
Public Affairs Service	Yes, for bound volumes and unbound issues.
Reference	No. Have to use URL catalog. Information also in Ref. shelf list. Blue temporary cards filed for serials not yet cataloged.
Oriental	No. Some check-in cards made for ceased titles. Kardex for current material. For bound volumes must refer to bindery slip file.
Art	Yes, for bound volumes and unbound issues. Blue form card for isolated uncataloged issues.
Management	Yes, for bound volumes. Unbound issues through Kardex in Serials section.
Map	Yes, for bound volumes. Unbound issues in Kardex in Map Library, not Map Annex.
Law	Yes, for bound volumes. Kardex for unbound issues. Blue form card for titles received but not yet cataloged, or for which only ccurrent issues are kept and the title is not to be cataloged.
AUPL	Yes, for bound volumes. Kardex at Circulation desk for unbound issues.
Music	Yes, for bound volumes. Public Kardex for unbound.
College	Yes, for bound volumes. Kardex for unbound issues. Blue form card for titles received but not yet cataloged, or for which only current issues are kept and the title is not to be cataloged.
Ed/Psych	No. Serials are fully cataloged but holdings are listed only in serials record (visual file), including on-order titles.

26. Serials:

EMS	No. Holdings for bound volumes in shelf list, at Circulation Desk. Holdings also in printed catalog, supplemented by file of slips for titles cataloged since last edition printed. Kept at Reference desk. Kardex for unbound issues.
Chemistry	No. Public access by starting date in rotary file or by inquiry of staff. Bound holdings in shelf list. Unbound issues in Kardex. Also available is printed book catalog giving starting date only, including dead titles.
Geology	No. Same as for Chemistry. Salmon cards in catalog for unbound uncataloged serials. Some holdings cards in catalog for some ceased titles or for scattered holdings.
Physics	No. Same as for Chemistry.
Biomed	No. Serials are fully cataloged but holdings are listed in Biomed Serials Holdings List, including on-order titles.
History of Medicine	Yes, for bound volumes. However, titles cataloged after 1972 appear only in Biomed Serials Holdings List.
Clark	Yes, bound volumes and unbound issues penciled on main entry unit card.

27. What files and lists are kept to supplement the catalog:

UCLA sends unit cards to WUC; some units contribute to specialized union lists outside the library system (e.g., the Music Library submits unit card to International Union List of Imprints to 1800); many units create lists of recently cataloged books for distribution to patrons.

University Research Library	New Book Shelf author and title print-out; Catalog Supplement; *shelf list (includes information for all of UCL cataloged branches); * continuations file.
Special Collections	Numbered collection (ephemera, manuscripts, etc.; 60 drawers); calendars of the manuscripts collection (17 filing cabinet drawers); Sadleir shelf list; *shelf list.
Theater Arts	*TV scripts (duplicate unit card file); *screenplays (duplicate unit card file); film review index; checking card file of stills, programs, posters; *private file of relevant books held elsewhere; Catalog Supplement; *shelf list.
Public Affairs Service	*File of selected UCL reference books; pamphlet subject file.
Reference	Foundation catalog; *subject guide to atlases; list of telephone directories available; *shelf list.
Oriental	Pamphlet title list (new titles added at end); * shelf list.
Art	Catalog Supplement; *shelf list.
Management	Card file of corporate annual reports, arranged by company; *duplicate single author card file for dissertations; rotary file with current serials titles and locations; *Cross collection (a shelf list and main entry card for each book in the collection is kept in the Cross Room, full sets with location stamp are kept in the catalog); *shelf list.
Map	File to indicate where specific series of maps are shelved; *file of atlases in other libraries; *file of some UCL reference books; Catalog Supplement; *two shelf lists (Map Annex has own shelf list).
Law	Catalogers' worksheets in loose leaf binders for titles whose cards are not yet prepared; Catalog Supplement; *official catalog *shelf list.

* based on unit card

23. What files and lists are kept to supplement the catalog:

AGPL	pamphlet file; Catalog Supplement; *shelf list.
Music	Audio catalog; *file of music manuscripts on microform (arranged by library which owns manuscripts); *Seminar Room file (main entry card for reference materials in Seminar Room); subject heading authority list for pamphlet collection; Catalog Supplement, *shelf list (public).
College	*Reference card catalog, *Reference shelf list; pamphlet subject file; Rec Book Shelf print-out; Audio Room catalog, *shelf list.
Ed/Psych	Serials record (visual file); YSSL term paper file; YSSL bibliography file; *YSSL control file; Catalog Supplement; *shelf list.
ENE	*Physical Sciences Libraries main entry union catalog (1956-); report number index for Technical Reports; Meteorology reports corporate author index, personal author index, and title index; Meteorology reprints author index; printed serials list, with supplementary slips; Catalog Supplement; *shelf list; *duplicate shelf lists for Chemistry, Geology, and Physics Libraries.
Chemistry	Rotary file of serials; *duplicate file of main entry cards for Morgan Memorial collection; *file of unit cards representing Clark Library chemistry collection (not updated); Catalog Supplement; *shelf list.
Geology	Rotary file of serials; file of reprints of periodical articles (not updated; to be phased out); Catalog Supplement; *shelf list.
Physics	Rotary file of serials; *Congress file by place and date; preprint catalog (separate card catalog with report number, title, authors, sometimes agency, created as article published); Catalog Supplement; *shelf list.
Mound	Mound Serials Holdings list; statistics file (an index to statistical materials in the library and journal articles; maintained by Reference Dept.); reprint file (an author listing of Laboratory reprints); picture file (an index to photograph collection and portraits in books; maintained by History Division); slide file (an index to the historical slide collection; maintained by History Division); audiovisual file (a bound subject index to the audiovisual materials in the library, maintained by the Cataloging Division and Circulation); *official catalog; *shelf list.

*based on unit card

[illegible] Main files and books are kept to supplement the catalog:

Bureau of Statistics	pictures file; slide file; Administrative file; Monograph file; plus many special files (all with the same basic [illegible] pictures and pictures of the 19th century); Agent (all [illegible]).
Clerk	File of bureau personnel [illegible] and articles relating to the Clerk [illegible]; personnel file; Administrative file; Maintenance file (file of previous years); Mine binding file; Monograph file; Master file [illegible] will come in the library having to do with events; Agent [illegible].

[illegible] as well as

[illegible]

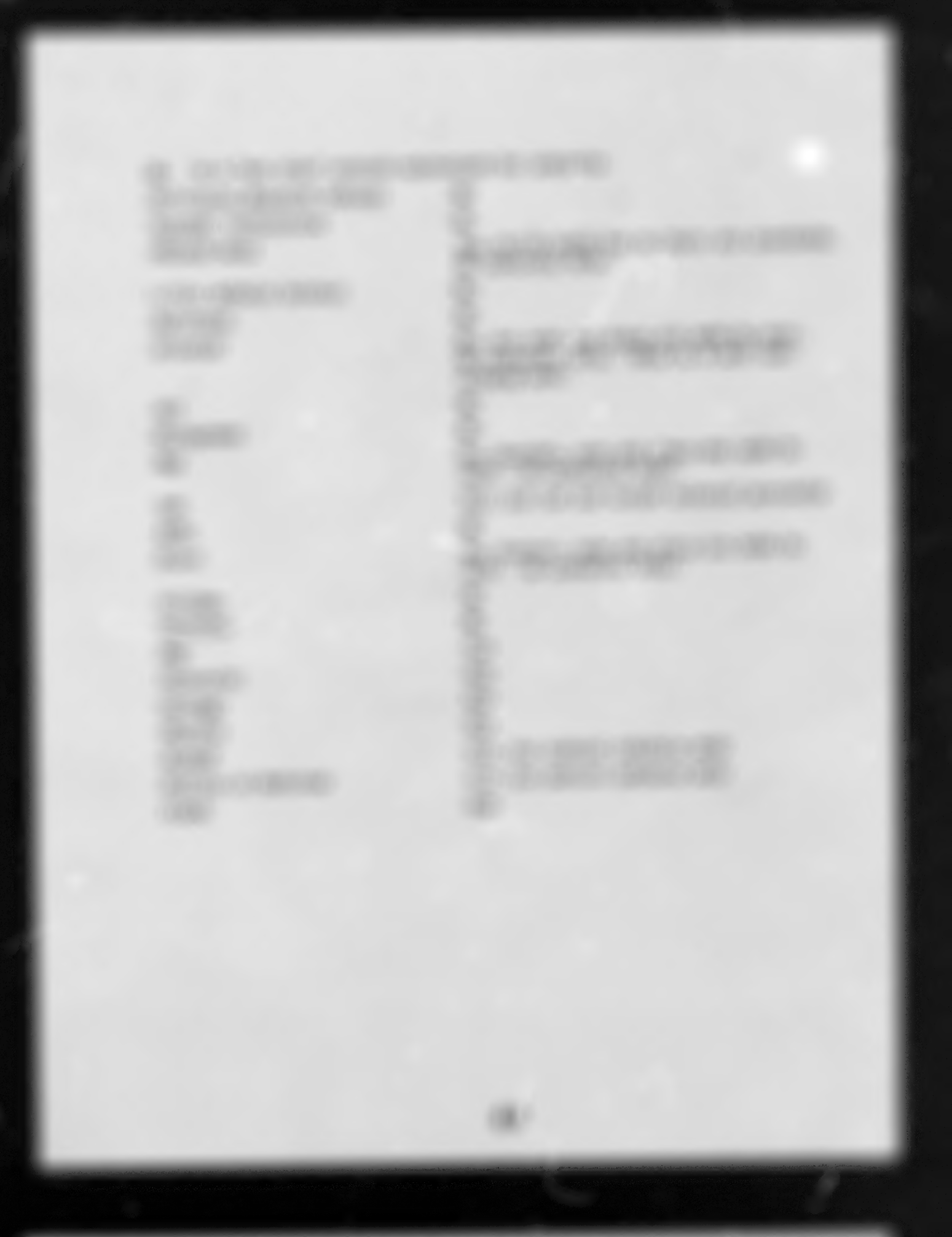
[illegible]

[illegible]

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]



37. What doesn't the catalog do that the unit would like done:

Univ. Res. Lib.	No comment
Special Collections	Indicate oversized serials
Theater Arts	No comment
Public Affairs Service	Would like complete control of all documents on campus
Reference	Catalog does not show holdings for continuations and ongoing sets. Does not show holdings information and dates on "Latest to Ref"titles. Some patrons are confused by the imprint date on serial publication cards (this relates directly to holdings matter, but second cards showing holdings are often not noticed) "Works in-progress" cards might have a plastic jacket with this notation. More effort and experience should be assigned to providing further added entries, analytics, etc: and a heavy scattering of "see also" references. When other copies are available in stacks or elsewhere in the system, notations of this effect would be welcome. For "Latest to Ref" titles, cards might be annotated "Earlier editions in URL stacks."
Oriental	Generally satisfactory. Would like to catch up on a 20,000 volume cataloging backlog.
Art	Wish to include a main card for all N's in URL and perhaps some titles in DF classics, and TR artistic photography. Unit intends adding form reference cards for those topics that have material in the special files.
Management	One comment: catalog in pretty good shape. Other comments: LC subject headings not up to date, nor specific enough. Interest expressed in catalog editing, checking for errors, putting in locator cards, etc, marking catalog cards indicating books in storage. Would like more analytics & more cards listing holdings in other units.
Map	Catalog not used much because it does not represent the main collection of maps. Assistant librarian wants a list of historical development of subject headings.
Law	No comment
AUPL	Not enough subject entries. Need added entries for issuing agency also.
Music	Establish a see also network. Create shelf list as a useful public tool, e.g., after certain form subject subdivisions in the public catalog enter card.directing patron to see shelf

38. (cont.)

Music (dept.	list under certain classification numbers such as for piano music. LC not consistent in use of subject headings. Need more information cards.
College	A difference of opinion was expressed about the desirability of "see also" network for subjects, with one person expressing a desire for them and another feeling the reference staff substitutes. Request for subject scope was expressed.
Ed/Psych	Unit would like subject "see also" references, more up to date and specific terminology and more subject entries for each title.
EMS	Would like public guide to the catalog. Holdings cards for conferences cataloged as open entries. General entries for report series not cataloged, when they are major sets with solid runs.
Chemistry	Correlate subject heads to what chemists use. Use specific subject headings, modern spelling. List journals as Chem Abstracts lists them. Chemistry Lib. enters titles both ways in their rotary file.
Geology	Unit head would like to change the filing of the subject headings to reverse chronological order.
Physics	No comment
Biomed	It does not list materials which have been received but are not yet cataloged.
History of Medicine	Nothing
Clark	No comment.

39. Comments: from the unit.

Univ. Res. Library	No comment
Special Collections	No comment
Theater Arts	Unique approach needed for their materials therefore they must supply the tools, added entries, etc: more and better information is received from FLAF cards than from LC cards, and cataloging.
Public Affairs Service	The purpose of the unit is to handle material that is best not cataloged in traditional manner because of its physical nature, source and the special reference help that is needed: like Serials Dept they receive a monumental amount of material that is best handled by check in cards and material that is best located through the use of indexes and special government lists, etc. In fact the unit is the equivalent of a pamphlet collection and serials receiving unit for the main collection, but on a gigantic scale. They are also directly concerned with immediate access to materials from the moment of publication.
Reference	For our work, the reference catalog is a vital tool, somewhat different from the main public catalog, partly because the Reference Room arrangement is not by call number alone (with many heavily used or voluminous items on cases, tables, special shelving sections, etc.) whereas the URL stacks are somewhat more consistently arranged. Also, we use it constantly: data must be found quickly and in the most full and accurate form. Regarding possibilities of producing the catalog in other than card form, it should be remarked that any such form must be sturdy, easy to read, updated <u>continuously</u> (i.e., daily may not be often enough), divided logically, and capable of being consulted by a number of individuals simultaneously. With these considerations, and those noted above, it would be most inappropriate to attempt such a conversion until it had been <u>proved</u> by extensive experimentation elsewhere that an alternative form is <u>better</u> from all aspects than the present one. (We tend to find cards faster and easier to use than book catalogs we've seen; printouts are bulky-we have limited counter space-and disintegrate after a few days of normal use, smudge easily, can be cumbersome to handle; on-line would require multiple access points.)
Oriental	Need more personnel
Art	No comment
Management	Head Librarian likes computer produced book catalogs.

40. Comments: from the unit.

Map	Will be expanding the unit's catalog. As stated previously the public catalog does not represent the main collection, the maps. Anyone who approaches the catalog is someone who does not know the library and the staff tries to step in and help. Anybody who knows the library knows that the major portion of the collection is not cataloged. URL cataloger responsible for map cataloging tries to second guess and makes extra cards for what she knows the Assistant Librarian wants.
Law	No comment
AUPL	System in state of flux. Coordinator for catalogs for branches would be helpful for questions, comments, suggestions,(e.g., what do other branches do with "control card"?)
Music	Need visible instructions on how to use the catalog. Would like a booklet on Music Library which would serve as a guide to its use. Would like more staff for revising and maintaining catalog. Local libraries should be able to make suggestions to LC reclassification and subject headings. More responsiveness from catalogers.
College	The catalog should act as a teaching tool. If the catalog becomes a book catalog, they will cut it up and put it on cards. It is difficult to weed and discard from the College Library collection.
Ed/Psych	No comment
EMS	Would like more information put into the URL Catalog, cross references, and analytics for EMS/PSL Branches.
Chemistry	Library of Congress catalogs for librarians and not for chemists particularly the series and journals.
Geology	Unit head generally satisfied with the catalog and the information it provides.
Physics	Unit Head thinks a full set should be at URL providing a subject approach. He likes the reverse chronological filing under subject headings.
Biomed	No comment
History of Medicine	No comment
Clark	No comment

Sub Group A - Duke

1. Number of volumes and/or titles represented in unit (estimate)

University Research Library	1,800,000	
Special Collections		
Theater Arts		
Public Affairs Service		
Reference	22,000	
Oriental	150,000	
Art	45,500	Includes Belk Collection
Management	90,998	
Map	3,600	
Law	232,469	
AUFL	4,000	
Music	65,000	
College	159,103	
Ed/Psych	95,000	
EMS	135,233	
Chemistry	41,000	
Geology	65,000	
Physics	26,000	
Biomed	293,000	
History of Medicine	18,925	
Clark	70,000	

2. Number of records and/or drawers

	Drawers	Cards	Expansion*
University Research Library	6,732	approximately 5,500,000	612
Special Collections			
Theater Arts			
Public Affairs Service			
Reference	55		
Oriental[1]	245		43
Art[7]	180		
Management	288		
Map (includes Map Annex)[8]	30		15 (at the Map Lib.)
Law	344		16
AUFL[2]	28		2
Music	206		
College	360	294,000	32
Ed/Psych[3]	320		
EMS	360		
Chemistry[4]	86		50
Geology	179		1
Physics[5]	56		4
Biomed[6]	664		
History of Medicine	144		
Clark	364		

*numbers not entered here might mean that information was not supplied.

2. Number of records and/or drawers. Areas.

1. Oriental. Public catalog files Chinese, Japanese, Korean and western languages separately. These are author and title catalogs. Subject catalog separate.

2. AGPL. 23 drawers of public catalog
2 drawers of individual pamphlets cataloged
3 drawers of uncataloged reserve materials mostly xerox copies of journal articles
28 drawers

3. Ed/Psych. 180 drawers author/title
108 drawers subject
37 drawers theses
325 drawers

6. Chemistry. Includes two drawers for Morgan Memorial Collection which is already incorporated into the public catalog and two drawers of William Andrews Clark titles which are not incorporated into the public catalog.

5. Physics. Includes one drawer filed by conference place.

6. Biomed. 420 drawers name/title
264 drawers subject
684 drawers

7. Art. Includes two drawers for reserve collection.

8. Map Library and Map Annex Library catalog itemized.

3. Physical arrangement

University Research Library — Two rows of alcoves, five each side, ending in a large blind square.

Theater Arts
Special Collections
Public Affairs Service
Reference — One cabinet near reference desk.
Oriental — Card catalog sections back to back near circulation desk.

Art — Two rooms facing.
Management — Two cases facing across open space with tables completing square.

Map — One unit immediately to the left of the entrance.
Law — Five units in a row to the right of the entrance into the reading room.

AGPL — Section of catalog to the south of the entrance.
Music — Four units in straight line to the right of the loan desk and facing it.

[illegible]	Six cabinets in public reading room, close to the reference area.
Art/Psych	Six cabinets in 5 steps in reading room near reference desk.
Bio	Six sections near reference desk.
Chemistry	Ten units in a straight line beside currently near the loan desk.
Geology	Three units in a square, beside currently, near the loan desk.
Physics	Six unit near loan/reference desk and stacks.
Pravel	Eleven cabinets in 5 steps in reading room near reference desk.
History of Medicine	Ten cabinets at right angles (third cabinet with shelf list and other files)
Stack	Catalog room in the basement. Reading areas around three walls and in center. Open all except entire function on table.

6. Organizational arrangement of catalog

University Research Library	Dictionary
Special Collections	
Theater Arts	
Public Affairs Service	
Reference	Dictionary
Principal	Divided: author and title by language (Russian, Chinese, Japanese, and western) and subject. Dictionary arrangement within each.
Art	Dictionary
Management	Dictionary
Bio	Dictionary
Law	Dictionary
AV/PL	Dictionary
Music	Dictionary
[illegible]	Dictionary
Art/Psych	Divided (subject, author and title, and chemist)
Bio	Dictionary
Chemistry	Dictionary
Geology	Dictionary
Physics	Dictionary
Pravel	Divided (subject and nonfiction)
History of Medicine	Divided (subject and nonfiction)
Stack	Dictionary

8. Filing rules followed

University Research Library	ALA, 1980
Special Collections	
Theater Arts	

Arabic diffuse Service

Reference	[illegible]
Ancestral	[illegible], Service by Service, Rhizome, Scandix, formerly used to define
Gut	[illegible] and autotransformed
Recognized	[illegible]
Pig	[illegible] service index. Pig shares ancestry. Rhizome, Acorn, and Ostrya [illegible] share lineage [illegible] qualifier.
Oak	[illegible] service index, identify word by word
Jade	[illegible]
Rhizo	[illegible]
Acreage	[illegible]. Rhi ancestrous pattern Rhizo is a sub-regular service word the evolves Lord generation as Acreage again and Acer is the earliest Lord.
Driftwood	[illegible] subject to principal implementation, acknowledged by Arnold public forge subject Driftwood.
Oak	[illegible] service String Deciduous Oak
Ponderosa	[illegible] service String
Acreage	[illegible] service String, except that subgenre was created by zero entry. See Oaks.
Physics	[illegible] service String
Pinaceae	Pinaceae
Province of Berkshire	Pinaceae
Plants	[illegible]

6. Level of genealogic exogeneity for servanthood and variables of step control

	Rhizo	Jade
Intervarsity Research Library	Bridge	20 processing
	20-Bridge	String Code of 6-10 process, 20+ acc. Supporting professionals Step for one year
Special refinement		
Rhizo Jade		
Public diffuse Service		
Reference	Oak	Problem environment Step, Successful Ultraviolet process
Ancestral	3-Bridge	Proud by 40 to an extensive effort and year. Service 100 an Successful Ultraviolet converged
Gut	3-Bridge	40 and 60 converged 40 Step. Successful Ultraviolet consider
Recognized	Tube	40 and 60 Step.
	Pig	100 and Associate Ultraviolet service
Rig	Ostrya	Rate Rhizo 100 inserting and removing Rig Ultraviolet 100. Ostrya short Lord, 100 year and Step case to Arrangement Problem service Lord, removed 40 person Successful Ultraviolet converged.
Oak	Oak	

Note: 1. Oak. 40 the Oak 40 the service String Rate 40 Successful Ultraviolet service converged Rhizome 40 to subgroup 3 Ultraviolet subgenre modeling Oak.

[illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

	currently received titles, however, this does not include complete holdings. Holdings are also available in non-public files in the Serials Department and Teachnical Services Department.
Special Collections	
Theater Arts	
Public Affairs Service	
Reference	No, but Reference shelf list has holdings. Need to use URL catalog.
Oriental	Some check in cards made for ceased titles. For current material must refer to Kardex; bound volumes to bindery slip file.
Art	Question not answered in questionnaire.
Management	Yes, bound, cataloged holdings through catalog, unbound issues through serials section.
Map	Yes, check-in cards and Kardex. Not entered in shelf-list.
Law	Yes, check-in cards and Kardex.
AUPL	Yes, holding cards. Also Kardex at Circulation Desk.
Music	Yes, check-in cards in public catalog. Kardex also available.
College	Holdings are in catalog, with the periodicals jacketed and reference to locations if other than in regular stacks. There are holdings cards for bound volumes. A blue card is put in the catalog for titles received but not yet cataloged, or for which only the current issue is kept and the title will not be cataloged. At the reference desk there is also a list of current serials received, as well as the all-UCLA list. For inquiries for unbound periodicals, the reference staff calls to the Kardex for information.
Ed/Psych	No, serials are fully cataloged but holdings are listed in serials record (visual file).
EMS	No, bound volumes on shelf list. Shelf list at Circulation Desk. Kardex, book catalog of serials, four drawers near Reference Desk of slips for serials received after those in printed books.
Chemistry	No, Kardex; stamp on unit card directing reader to desk. Rotary file at Loan Desk shows starting date. Bound volumes on back of shelf list. Rotary file also shows titles not yet cataloged. Occasional pink temporaries indicating unbound issues, no longer put in. See answer to question 14.
Geology	No, reader instructed to inquire at desk. Some holdings cards in public catalog for some ceased titles or for scattered holdings. Bound volumes checked in on shelf list, Kardex holdings. Use CSTL.
Physics	No, reader instructed "For vols. not on shelf ask at desk." Kardex; bound volumes on back of shelf list.

Biomed	Serials are fully cataloged but holdings are listed in Serials Holdings List.
History of Medicine	Fully cataloged, with checking cards, some titles holding in serials list only.
Clark	Yes, pencilled on main entry unit card.

13. Analytics

University Research Library	For selected monographic serials; occasionally for book sets.
Special Collections	
Theater Arts	
Public Affairs Service	
Reference	No
Oriental	Yes, but Oriental buys analytics cards from LC and Berkeley. Does not do any original analyzing.
Art	Some few for sets, mostly continuations, whatever sent by URL.
Management	Monographic serials from URL, some done independently at Management. See question 9.
Map	Individual titles of series selectively analyzed. Volume analytics for one important set. Done by URL.
Law	Yes, but phasing out. Monographic series will be call numbered to the series but cataloged separately. Book content analytics stopped. Bring out author and title and title as added entries only.
AUPL	Temp for those waiting for full cataloging (some sets are analyzed)
Music	Yes, monographic series analyzed; book contents analyzed when requested. Selections analyzed in Audio Catalog.
College	Monographic series are usually analyzed by URL cataloging without a series card being made for the volume. The play collection has been analyzed.
Ed/Psych	Yes
EMS	Yes
Chemistry	Yes, occasionally analyzed monographic series; occasionally show a bound with
Geology	Yes
Physics	Yes
Biomed	Yes, for most monographic serials
History of Medicine	Yes, monographic serials
Clark	Yes, book contents, individual decisions on series.

14. What files and lists are kept to supplement the catalog

University Research Library	Serials holding list; most of the PAS collection; the S/C numbered collections; New Book Shelf; Theater Arts special files; the Catalog Supplement.

Special Collections	
Theater Arts	
Public Affairs Service	
Reference	Continuations File (author/title) Foundation Catalog Subject guide to atlases File of lost books and transfers List of telephone directories available Index to UCLA Librarian and Newsletter
Oriental	Pamphlet title list (new titles added at the end); Received file, but these cards are also filed in the public catalog; CSTL.
Art	Clipping index, single artists, miscellaneous (pamphlet) file, auction catalogs
Management	Corporation annual reports by company on a checking card, kept in a separate file in the catalog. Reserve books by main entry and course; also in public catalog, main entry unit card covered by plastic jacket. Dissertations, one card by author, in separate file in addition to full card set in catalog. Rotary file with current serials titles and locations.
Map	CSTL; Map Catalog Supplement; internal in process file; personal file for map classifying to indicate where series of maps are shelved; file of atlases in other libraries.
Law	CSTL; catalogers' worksheets in loose leaf binders for titles whose cards are not yet prepared; Law Catalog Supplement.
AUPL	Catalog Supplement; in-process file including "control cards" from URL.
Music	CSTL; Catalog Supplement; reserve book file; Audio Catalog; music manuscripts on microfilm; arranged by library who owns manuscript; Seminar Room file, main entry card for reference materials which exist in Seminar Room; subject heading authority list for pamphlet collection; Kardex is kept at the Loan Desk area.
College	There is a reference card catalog and shelf list (locally produced), a pamphlet subject file, a New Book Shelf print out, with selective bibliographies being prepared from the titles represented. CSTL.
Ed/Psych	Catalog Supplement, Reserve book file.
EMS	Serials book catalog; reserve book card catalog (two drawers at loan desk); Physical Sciences Library main entry catalog (1964?-) near the reference desk (five drawers), report number catalog in technical reports room; Catalog Supplement; CSTL; periodicals slips for supplementing book catalog for serials. Report number index has 29 drawers. Meteorology reports has Institution index (5 drawers), author index (4 drawers), title index (4 drawers), reprints (3 drawers). Also, indexes

	to microfiche and full size reports are used for the reports room (e.g., STAR, NSA, GAI)
Chemistry	CSTL; Physical Sciences Library Catalog Supplement; Rotary file of serials; Source Index; Printed list of chemistry serials contains all holding including dead titles, published every 1-1 ½ years.
Geology	CSTL; Physical Sciences Libraries Catalog Supplement; serials holdings list to 1970, includes ceased titles, have in house supplement of twenty pages; rotary file for serials; pamphlet file to be phased out (see no. 24)
Physics	CSTL; Catalog Supplement; circular serials file; reserve file at loan desk with cards for author and for course number. Preprint catalog (see question 10). File for place and date congress held for each congress.
Biomed	Serials Holdings List Statistics File - an index to statistical materials in the library and journal articles. Maintained by Reference Department. Reprint File - an author listing of faculty reprints. No longer maintained. Picture file - an index to the historical slide collection. Maintained by the History Division. Audiovisual File - a broad subject index to the audiovisual materials in the library. Maintained by the Cataloging Division and Circulation. Class Reserve File.
History of Medicine	Many special files are kept with the rare books (e.g., printers and publishers of the 16th century)
Clark	History extracts, which are pamphlets and articles referring to the Clark family; manuscript file.

15. What files and lists are kept that are dependent upon the cataloging operation

University Research Library	The Reference collection; the main S/C holdings; TA; PAS reference collection; Shelf list and continuations file.
Special Collections	
Theater Arts	
Public Affairs Service	
Reference	Shelf list
Oriental	Shelf list
Art	Shelf list, reserve catalog
Management	Shelf list. Gross collection, a shelf list and main entry for each book in the collection is kept in the Gross Room, full sets with location stamp are kept in the catalog. Reserve catalog cards. Thesis cards.

Map	Two shelf lists (Map Annex has own shelf list). URL catalogers send extra card of atlases held to other libraries.
Law	Shelf list, official catalog
AUPL	Shelf list
Music	Shelf list. Music submits unit card to International Union List of Imprints to 1800. Extra card generated for seminar room file. Music manuscripts on microfilm file.
College	Shelf list, reference shelf list
Ed/Psych	Shelf list, TESL Control file (arranged by main entry).
EMS	Shelf list. Reserve book catalog.
Chemistry	Shelf list for the Chemistry Library. Shelf list for the EMS/PSL cataloging section shelf list. EMS reference file, union file of Chemistry, Geology, and Physics holdings.
Geology	Shelf list for the Geology Library. Shelf list for the EMS/PSL cataloging section shelf list. EMS reference file, union file of Chemistry, Geology, and Physics holdings.
Physics	Shelf list for the Physics Library. Shelf list for the EMS/PSL cataloging section shelf list. EMS reference file, union file of Chemistry, Geology, and Physics holdings.
Biomed	Shelf list and official catalog. The "Recent Acquisitions in the Biomedical Library" publication.
History of Medicine	Shelf list (public), main card file arranged by date of publication.
Clark	Shelf list; chronological file; provenance file (file of donors); binding file; autograph file; music file (all items in the library having to do with music).

16. How does catalog direct user to other guides or locations

University Research Library	Various form cards that send patrons to other units or catalogs: a. To Map Library under geographic locations b. To PAS under names of governmental bodies c. To College Audio collection under names of persons or titles of works d. To PAS for 1970 U.S. census (a stamp on the catalog card) e. To some of the collections in the microform room under names of persons or titles of works f. To S/C under names of persons, some newspapers and magazines, and selected subject headings g. Incomplete volumes have a blue card referring patrons to Reference desk

h. Plastic overlay on first issue serials sending to Periodical Room
i. Branch stamp over, or to place of, call number for books in locations outside the UNL stacks
j. Locator cards for titles held in multiple locations

Special Collections Theater Arts Public Affairs Service Reference	Pencilled notation guides user to shelving location. "Latest in Reference" stamp used.
Oriental Art	Boxes's Slips for uncataloged books; plastic jackets on reserve books; blue card added to serial holdings to indicate unbound issues.
Management	Plastic covers over main entry unit card of reserve books. Location stamps for reference and corporate history collection in the second floor reading room. Cards to other libraries on campus or LAPL. Reference Room index table pencilled on main entry.
Map	Plastic jackets for Reference, Government, Periodicals. Reference, also to reference, Latest in reference, U.S. Coast and Geodetic Survey nautical charts marked, Ask at Reference Desk.
Law	Colored information cards. (IR. Depository material and pamphlets).
AFRL	Faculty papers file (see question 9), non book shelf, reserve, desk-plastic overlay directions.
Music	Plastic jackets for non-circulating, reserve, reference and flash material. Rubber stamp for Reading Room, UNL Special Collections. Tape entered over call number indicating rare book. Reader directed to consult pertinent bibliographies for such things as Festschriften.
College	Plastic jacket to reference collection, notes on cards to audio room catalog.
Ed/Psych	Cards in subject catalog direct user to the indexes for the ERIC microfiche collection. Cards for serials are stamped, "For holdings see Serials Record." Cards are stamped "Reference" for reference materials.
UNL	Plastic overlays for reserve, reference (or pencilled), on main entry, title, series, notation for oversize; note on all cards for different reference location; For volumes not on shelf ask at desk, stamp.
Chemistry	Patent collection card: go to desk. Storage: pencilled on shelf list. "Ref." in public catalog and shelf list. None, or period. only in sl. "Spectral section" on catalog card and shelf list. Plastic overlays for two hour reserve for some periodicals but not all.

Geology	Government release cards for cities held in other libraries.
Physics	Plastic overlays for periodicals, references, in-house. Card put in for conferences on periodicals to see the journal on special issue. Others with the groupings of reference books.
Biomed	Blue cards in subject catalog direct user to Depository File. Plastic pockets are used for materials kept in Permanent Reserve and Class Reserves. Cards for variable direct user to the Periodic Holdings List. Cards are stamped "Reference" for reference materials.
Diversity of Religious Faith	This question was suggested on questionnaires. Answers: Staff provides extensive personal service to patrons and obtains patrons of necessities.

11. How does catalog make materials not yet cataloged available.

University Research Library	For material received prior to the implementation of the Catalog Supplement, and not immediately cataloged, a specially labeled copy of the invoice was filed in the catalog. This included books in the 1 million accession sequence which are invoiced for eventual cataloging and are also recorded in the Technical Services Dept., and books in the 2 million accession sequence which are cataloged only on patron or staff request and have no shelf record or access. These are available on delayed loaning. For materials presently acquired and not scheduled for immediate cataloging, and for books received from the Catalog Supplement and not scheduled for immediate cataloging brief descriptive information is transcribed onto card stock and filed under both entry and title. These circulate on delayed loaning and are cataloged after two circulations. For various materials previously acquired and not cataloged only on demand a special colored stock photograph of the title page was made on a 3 by 5 card and filed in the catalog under a brief descriptive entry. This is accessioned in a 3 million + sequence and files in an other record book. For some serial titles not yet cataloged a title card is filed saying unbound issues in Periodicals Room or Reference Collection. Catalog Supplement, since 58 This source was looked questioned for the MELS collection, except periodicals, with current imprint (1958 Chart has gaps). These are recorded only in the computer print-out by main entry and by title, with brief descriptions. After they have been cataloged,

[illegible]